DISTRICT/JUVENILE COURT KEY LOG

KEY#	ACCESS TO	DATE ISSUED	EMPLOYEE'S INITIALS	DATE RETURNED	EMPLOYEE'S INITIALS	COMMENTS
<u> </u>						

Employee's Signature:	Date:	
Supervisor's Signature:	Date:	

DISTRICT/JUVENILE COURT KEY LOG SIGNATURES

ASSET DESCRIPTION	#KEYS	SIGNATURE
KEY BOX(TOP LOCK)		
,		
KEY BOX(BOTTOM LOCK)		
EXHIBIT ROOM		
EXHIBIT ROOM		
SAFE 1		
SAFE 2		
SAFE 2		
CASHIER'S MONEY BAG 1		
		KEY BOX
CASH DRAWER		
OAGUIEDIO MONEY DAGO		KEY BOX
CASHIER'S MONEY BAG 2		KEY BOX
CASH DRAWER		INET BOX
		KEY BOX
CASHIER'S MONEY BAG 3		
		KEY BOX
CASH DRAWER		VEV POV
END OF DAY MONEY BAG		KEY BOX
END OF BAT MONET BAG		
		KEY BOX
CASH CHANGE FUND		
		KEY BOX
PETTY CASH KEY(SAFE 2)		INCT BOX
()		
HAND RECEIPT BOOKS		
JUVENILE TRUST CHECK STOCK(SAFE 2)		
DISTRICT TRUST CHECK STOCK(SAFE 2)		
22. 222		
CREDIT CARDS(SAFE 2)		

DISTRICT/JUVENILE COURT Key Log

Employee	Key#	Date Rec'vd	Signature	Date Returned	Comments
Employee	тсу п	rec va	Olgridiatore	Retarried	Comments

DISTRICT/JUVENILE COURT KEY INVENTORY/SIGNATURE CARD

Name:		Employee #:		
Last	First			
Department:		Position:		
the keys listed on the returned to management make duplicates of key	his card and assume from the control person to any court facility do not to anyone for	oper use of keys: I acknowledge receipt full responsibility for their proper use uponnel. I agree not to make or allow others by or property. I will not loan, barter, self any reason. I am aware that to do so may	ntil s to l or	
Signed:		Date:	-	
Witness:Supervisor/Key C		Date:	_	

Key Code	Site	D 4	Given to	Employee	Returned to Court	
		Property	Date	Initial	Date	Initial